



## Human Resources

DATE POSTED: July 01, 2005

REQ. # 05-154

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position must be posted for at least five (5) working days from 07-01-2005 TO 07-08-2005, but will remain open until filled.

| DEPARTMENT/DIVISION                                   |
|---|
| <b>PARKS &amp; RECREATION - FAIRWINDS GOLF COURSE</b> |

| POSITION AVAILABLE           |
|------------------------------|
| <b>ASSISTANT GOLF PRO II</b> |

| # OF OPENINGS |
|---------------|
| <b>1</b>      |

| STARTING SALARY           |
|---------------------------|
| <b>\$23,052.22 / year</b> |

| COMMENTS                |
|-------------------------|
| <b>Driving Position</b> |

| VETERANS PREFERENCE  |
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| It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department. |

**JOB CODE: 1030**  
**PAY GRADE: 11**  
**SALARY: \$23,052.22 - \$36,120.86**  
**ASSISTANT GOLF PRO II**

**MAJOR FUNCTION:** Supervision of Golf Shop staff. Responsible for the formulation and implementation of a yearly merchandise buying plan. This includes revenue forecasts and profit projections. Maintain an accurate inventory of shop merchandise and generally assure the Golf Shop is well stocked and organized to meet the customers' needs.

**KNOWLEDGE, ABILITIES, AND SKILLS:** Ability to recognize the needs of the customers in order to properly stock the Golf Shop. Knowledge of the retail clothing market. Ability to stay current with the ever-changing golf fashion industry. Supervisory skills that will enable the shop Merchandiser to motivate the golf staff to focus on meeting the needs of the customers. Organizational skills that will allow for proper planning and sales of merchandise. Computer literacy required to prepare administrative reports for the General Manager's review.

**ESSENTIAL JOB FUNCTION:** Open and/or close the Golf Shop. Provide information to customers using the services of the golf course. Sell green fees, cart rentals, and all Golf Shop merchandise. Supervise all golf shop staff and volunteers to assure accuracy in deposits and proper implementation of the golf course policies and procedures. Receive new merchandise and properly tag and input it into the golf shop's point of sale computer. Formulate a yearly merchandise buying plan complete with scheduled delivery dates on seasonal merchandise. Forecast monthly and annual sales. Prepare monthly summary reports to determine levels of shop inventory. Perform monthly shop inventories and sales summary reports to determine levels of shop inventory. Perform monthly shop inventories and sales meetings. Create and change shop displays on a regular basis. Prepare a yearly sales calendar. Work with tournament groups to fulfill their merchandising needs. Perform custom orders for customers and assure proper purchasing procedures are being followed. Maintain at all times a neat, clean, professional golf shop. Assist the General Manager and Head Professional in maintaining accountability in all transactions. Performs other duties as assigned.

**ESSENTIAL PHYSICAL SKILLS:** Constant standing, use of both hands, fingers and legs, with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing for phone answering. Ability to converse in a clear and concise manner. Ability to mentally focus on multiple tasks at one time. Perseverance to complete tasks with numerous distractions and interruptions. Lifting of boxes and merchandise (30 pounds or less) and ability to climb stairs and/or step ladders.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constantly working inside the golf shop in a standing position. Constant exposure to dust in cleaning and preparing shop displays.

**WORK HAZARDS:** Possible vision dysfunction due to heavy computer work.

**EDUCATION:** Graduation from a four year university with an emphasis on business administration. A combination of professional experience and training may be considered.

**MINIMUM QUALIFICATIONS:** A minimum two progressively responsible years experience in the golf merchandising business. Supervisory experience is required. Additional years of experience in the retail environment will be considered in lieu of golf experience.

|       |             |          |            |
|-------|-------------|----------|------------|
| Union | Non-Union ✓ | Exempt ✓ | Non-Exempt |
|-------|-------------|----------|------------|